

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-17				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2012 Base Option Period Number 1			Title of Work Assignment/SF Site Name NHSRC SPAR Support				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.1.1, 2.2.5, 2.3.1, 2.3.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2011 To 07/31/2012				
Comments: This action establishes WA 1-17 in Option Period 1 and requests a work plan and cost estimate for the attached PWS. Estimated LOE is 1800 direct labor hours. No costs shall be incurred against this work assignment until the effective date of 8/01/11.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2012										
This Action:						1,800				
Total:						1,800				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name Kenneth Stone <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number 513-569-7474 FAX Number:				
Project Officer Name Nancy Muzzy <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-569-7864 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Cathy Basu <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2042 FAX Number:				

WORK ASSIGNMENT 1-17
PERFORMANCE WORK STATEMENT

Contract No. EP-C-10-060

Work Assignment: 1-17

WAM: Kenneth R Stone
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National Homeland Security Research Center, ORD
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Mail code: NG16
26 W Martin Luther King
Cincinnati, OH 45268

LOE: 1800 hours

Period of Performance: August 1, 2011 to July 31, 2012

Title: Security Program Assessment & Review (SPAR)

PWS Sections: 2.1.1, 2.2.5, 2.3.1, 2.3.2

I. PURPOSE: This work assignment shall support the National Homeland Security Research Center's (NHSRC) Information Security (INFOSEC) program to ensure the security of NHSRC information. The contractor shall provide services to conduct Risk Assessed Security Program (RASP) reviews of NHSRC research products to determine the sensitivity of information they contain. The contractor shall make recommendations for designation as unclassified or unclassified/FOUO, as appropriate. The contractor shall make recommendations for the classification of National Security Information (NSI), as appropriate. The contractor shall be supplied with NHSRC classification guidance for this purpose. The contractor shall also support updates and revisions to classification guidance and provide guidance memoranda by project as directed. This effort meets NHSRC requirements under the Executive Order 13526, "*Classification of National Security Information*." This effort shall also meet NHSRC requirements under the emerging "*Controlled Unclassified Information (CUI) Framework*" for the protection of unclassified, terrorism-related information.

II. BACKGROUND: The NHSRC is charged with handling and securing both controlled unclassified information (CUI) and classified information. The purpose of the NHSRC INFOSEC program is to ensure that such information is quickly identified and

controlled to prevent release to parties that may exploit it for harm to the American people. This mission is accomplished through the early identification of sensitive information under the RASP, the correct marking of such information for controlled utilization by researchers, partners and clients and the safeguarding at the appropriate level information that possesses the risk of harm to persons, programs, missions or National Security.

The contractor shall review and evaluate the potential national security risk in the research programs and products of the National Homeland Security Research Center and other agency programs as directed. Such evaluation is a continuous review of research programs and products to ensure that sensitive, national security information (NSI) is identified accurately and immediately as it is generated by research. The criticality of this function is based on:

- (1) the risk of loss of such information if it is shared or disseminated prior to identification and implementation of protection and control, and
- (2) the utility of the information to a terrorist in carrying out an attack against the American people. Therefore, the reviewer must be cleared at the SECRET level or higher, and possess both expertise in the classification of NSI and the scientific knowledge to recognize the emergence of NSI in research efforts.

III. QA REQUIREMENTS:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the contract level Quality Management Plan (QMP) .

IV. DETAILED TASK DESCRIPTION:

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of Contract Clause H.21. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

Task 0: Work Plan, Progress evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a project specific QAPP supplement to the QMP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

Deliverables: Work plan and monthly progress and financial reports.

Task 1. Designated Review Authority

The contractor shall be designated as a review authority (DRA) for research products developed by the NHSRC. In this role, the contractor shall utilize the *NHSRC Center-wide Classification Guide* (Draft 2004) and the *NHSRC TOPICs Handbook* (2010) to assess the sensitivity of information in draft NHSRC products and provide a rating, along with a justification for any rating that entails a restriction in distribution or prohibition of release. Justifications must cite a legal requirement and be based on either of the two documents provided above, or other classification guides issued by a cognizant authority. The types of products requiring a sensitivity review may include: articles and papers, slide presentations, speeches, abstracts, brochures, reports, proceedings, computer tools and poster displays. Topical areas shall include:

- A) Threat evaluation and infrastructure vulnerability assessment and;
- B) Chemical and biological agent research, including, but not limited to;
 - i. Simulants and synthetic toxins
 - ii. Detection technology, assessment and evaluation
 - iii. Modeling and Dispersal

- iv. Emergency Response Actions
- v. Decontamination
- vi. Disposal

- C) Radiological agent research, including, but not limited to;
 - vii. Detection technology, assessment and evaluation
 - viii. Modeling and Dispersal
 - ix. Emergency Response Actions
 - x. Decontamination
 - xi. Disposal

Documents submitted for review shall be uploaded to the Security Drop Box on the NHSRC Intranet by the EPA author or PI. Upon receiving automated notification of the upload, the contractor shall access the submission and conduct the security review, issue a rating and justification as indicated on the form and electronically sign the review.

NHSRC research products will be reviewed individually to determine the level of sensitivity, resulting in a recommendation to either **designate** the product, *Unclassified*, or *For Official Use Only (FOUO)*, or to **classify** it as *NSI*, *CONFIDENTIAL*, *SECRET* or *TOP SECRET*. The meaning of each term is defined in the *NHSRC TOPICS Handbook*, which will be provided to the contractor.

The contractor shall review and recommend designation or classification of research products in accordance with the guidance laid down in the *NHSRC TOPICS Handbook*. These products shall include abstracts, papers, articles, project summaries, reports, slides and slideshows, brochures, one-pagers, posters, computer products. Tasks will include the following:

Evaluating every component of a product in accordance with the requirements set down in EO 12958 and recommending designation or classification of the product to the NHSRC.

- (1) In the case of a recommendation of UNCLASSIFIED, the contractor shall simply make the recommendation and sign the review form without comment.
- (2) In the case of a FOUO (For Official Use Only), designation, the contractor shall page-mark the product in accordance with accepted practice, utilizing the markings stipulated in the *NHSRC TOPICS Handbook (DRAFT)*. The contractor shall cite the relevant topic in the draft manual, and provide an assessment of why the product fulfills the topic description.
- (3) In the case of a CONFIDENTIAL or SECRET classification recommendation, the contractor shall portion-mark the product in accordance with accepted practice, utilizing the portion-markings stipulated in the draft *NHSRC Center-*

wide Classification Manual. The contractor shall mark the cover of the document and the specific pages on which the information appears according to government requirements as temporary classification, pending NHSRC review and authorization. These markings shall also include the statement, "Classification Determination Pending," on the cover, title and all pages containing sensitive information.

- (4) In the event of a document sustaining a designation of "For Official Use Only" or is classified as NSI, the contractor shall set up a document control procedure to track the production and distribution of copies to personnel with a need to know. The contractor shall maintain a log of sensitive and classified materials including working papers so designated/classified and the names of the individuals with these documents and products in their possession. The contractor shall report status on a monthly basis.
- (5) The contractor shall deliver designation/classification recommendations and marked products to the NHSRC within 3 working days.

Deliverables: RASP reviews, via Security Drop Box, for each product assigned, portion-marked products (as appropriate).

Estimate Annual Number of Product Designation/Classification Reviews	
ABSTRACTS	90
PAPERS/ARTICLES	90
SLIDESHOWS	80
POSTERS	45
REPORTS/TEST PLANS	130

Task 2. NHSRC INFOSEC/OPSEC Program Support

The contractor shall support the planning, development and implementation of internal reviews, self inspections and assessments of the NHSRC INFOSEC program. These assessments will address any aspect of the INFOSEC program, as directed by the NHSRC Security Program through written technical direction. The contractor shall assist in planning sessions to assess operations and conduct walk-throughs of NHSRC sites to assist in the evaluation of security procedures. The contractor shall review classified inventory and assist in the cataloging, management, safeguarding and disposition of

classified matter. As program changes are identified, the contractor shall assist in implementing those changes via documentary support.

The contractor shall support the planning, development and implementation of the NHSRC OPSEC program. The contractor shall support the development of threat assessments and documentation to establish a viable OPSEC program customized to the NHSRC operating environment. The contractor shall document and report all relevant activities in this effort.

Deliverables: Program support activities, estimated annual requirement.

Estimate Annual Number of Internal Reviews, Assessments and Inspections	
Internal Reviews	4
Assessments	2
Inspections	1

Task 3. NHSRC Homeland Security Classification Guide (SCG)

The contractor shall support the planning, development and implementation of the NHSRC Homeland SCG. The contractor shall search and locate all relevant existing classification guidance for incorporation it into the SCG. Development of the SCG shall comply with the requirements laid down in EO 13526, Section 2.2. The contractor shall document and report all relevant activities in this effort.

Deliverables: NHSRC Homeland Security Classification Guide (2012).

Task 4. Report Out

The contractor shall compile and report out the period's activities at a "Report Out" meeting in Cincinnati, Ohio at the conclusion of these tasks. The meeting will be arranged by the NHSRC at the AWBERC and the contractor will be responsible only for his presentation.

V. DELIVERABLES: For each task listed above, these deadlines apply:

Task	Product	Draft Due to WAM	Final Due to WAM
#0	Work Plan	n/a	10 days after issue
#0	Progress Reports	n/a	Monthly
#1	RASP Reviews	Ongoing	95% due same day 5% due 3 days after issue
#2	<i>NHSRC Security Assessments</i>	Ongoing	Per technical direction
#3	<i>NHSRC Homeland SCG</i>	1/30/2012	2/15/2012
#4	Report Out	n/a	6/30/2012

VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)
Financial Reports
RASP Reviews via drop box
RASP Activity Reports
Classification Guidance Update
Classification Guidance Letters
Report Out Briefing

VII. OTHER REQUIREMENTS – Security and Technical Expertise

Under Task 1, Designated Review Authority, the contractor is making recommendations to the NHSRC security team for designation or classification. This is a critical function as a failure to properly identify the potential National Security risk can lead to situations incurring significant civilian casualties.

In this security area, there is no room for compromise. Proper identification and assessment of risk for NHSRC research information enables NHSRC to quickly secure and control FOUO, CUI and NSI, preventing the release of such dangerous information

to our adversaries. Should we fail to identify such information early in the research process, the cost incurred will be measured in lives lost, mission impacted and reputation damaged.

In sum, each individual provided by the contractor to act as a DRA must possess:

- (1) National Security Clearance at SECRET level or above,
- (2) Expertise in classifying NSI, and
- (3) Scientific knowledge to recognize the emergence of NSI in research efforts on chemical, biological and radiological attack agents.

Therefore, for each individual submitted for designation as a DRA, the contractor shall provide in the workplan a CV, resume or other record of work expertise that demonstrates all of the following:

1. Possession of a National Security Clearance at SECRET level or above
2. Expertise in the field of information classification, as either a derivative classification authority (DCA) or Original Classification Authority (OCA)
3. Expertise in threat evaluation and infrastructure vulnerability assessment
4. Expertise in these technical areas (either as a researcher or as a DCA or OCA):
 - i. Chemical and biological agents, including, but not limited to;
 - A) Live biological agents
 - B) Chemical and biological simulants and synthetic toxins
 - C) Weaponizing agents and delivery methods
 - D) Detection technology, assessment and evaluation
 - E) Modeling and Dispersal
 - F) Emergency Response Actions
 - G) Decontamination
 - H) Disposal
 - ii. Radiological agent research, including, but not limited to;
 - I) Radiological agents
 - J) Weaponizing agents and delivery methods
 - K) Detection technology, assessment and evaluation
 - L) Modeling and Dispersal
 - M) Emergency Response Actions
 - N) Decontamination
 - O) Disposal

QUALITY ASSURANCE SURVEILLANCE PLAN
for the Water Security Division's
Technical, Analytical, and Regulatory Mission Support
Performance Work Statement

Quality Assurance Surveillance Plan

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives

<p>Management and Communications: The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.</p>	<p>Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p>Unsatisfactory rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.</p>
<p>Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p>Unsatisfactory rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>

<p>Cost Management and Control: The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
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<p>Technical Effort: The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p>Unsatisfactory rating under the category of QUALITY OF PRODUCT OR SERVICE in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>
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<p>Socio-Economic Utilization: The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an Unsatisfactory rating under the category of BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS in the NIH Performance Evaluation System.</p>
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